New Hampshire
Electric Vehicle Infrastructure
Rebate Program

Guidance Document

October 14, 2015

New Hampshire Department of Environmental Services
P.O. Box 95
Concord, NH 03302-0095

DRIVE ELECTRIC NH

NHDES

Granite State Clean Cities

The New Hampshire Department of Environmental Services (NHDES), utilizing U.S. Department of Energy funds from the New Hampshire Office of Energy and Planning, is offering cash rebates to qualifying electric vehicle (EV) charging infrastructure projects in New Hampshire. Total funding for state fiscal year 2016 is $25,000.

Section 1: Background

The transportation sector accounts for almost half of all New Hampshire's air pollution emissions that contribute to smog and over a third of greenhouse gas emissions that contribute to global warming. The adoption and use of EVs represents an important strategy for maintaining and improving New Hampshire's air quality and avoiding impacts associated with greenhouse gases. *The New Hampshire Climate Action Plan*, developed by a task force of 29 members representing diverse interests across the state, calls for New Hampshire to "Promote Alternative Fuel and Advanced Technology Vehicles and Supporting Infrastructure"[1]. Advanced technology vehicles include EVs, which will require infrastructure in the form of electric vehicle charging stations to become ubiquitous in the state.

New Hampshire is currently home to 50 public EV charging stations[2], also known as Electric Vehicle Supply Equipment (EVSE). In 2014, Vermont Governor Shumlin announced the completion of Vermont's "electric charging corridor[3]," a network of EVSE that connects Burlington and Montreal. This corridor extends to Vermont's border with New Hampshire via Interstate 89. With currently available funding, New Hampshire has the opportunity to establish an EV charging corridor throughout New Hampshire that will connect travelers to networks in neighboring states and set the stage for a network of charging stations that will support our residents and businesses from Boston to Montreal. Therefore, the top priority for these funds is to establish Level 3, or DC Fast Charging, stations on the Interstate 93 and/or Interstate 89 corridors.

Section 2: Definitions

"Electric Vehicle" or "EV" means a vehicle propelled by an electric motor with a battery as the motor's energy storage device, and using an external electricity source to recharge the battery. There are presently two forms of EV:

- "Battery Electric Vehicle or BEV" uses an electric motor to propel the vehicle, powered by battery packs that are recharged directly from a source of electricity.

- "Plug-In Electric Hybrid Vehicle or PHEV" can be driven by either an electric motor or internal combustion engine or can be driven only by its electric motor with an internal combustion engine assist and generator to recharge the battery. The battery may also be recharged directly from an electricity source.

"EVSE" or "Electric Vehicle Supply Equipment" refers to an EV charging station; a device used to provide electricity to an EV for the purpose of charging the vehicle's onboard battery.

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[1] TLU Action 1.C.2 – Promote Alternative Fuel and Advances Technology Vehicles and Supporting Infrastructure http://des.nh.gov/organization/divisions/air/tsb/tps/climate/action_plan/nh_climate_action_plan.htm

[2] NEVN website: www.transportationandclimate.org/content/northeast-electric-vehicle-network
AFDC website: www.afdc.energy.gov/locator/stations/

[3] http://governor.vermont.gov/newsroom-gov-shumlin-announces-electric-vehicle-corridor

The EVSE is designed to provide a safe connection between the source of electricity and the vehicle and communicates with the vehicle's control system to ensure electricity flows at the proper voltage and current.

There are three types of EVSE depending on their power output:

- "Level 1 EVSE" means a 120 volt alternating current (AC) EVSE. A 3-prong plug is used to connect.

- "Level 2 EVSE" means a 208 – 240 volt alternating current (AC) EVSE. An SAE J1772[4] connector is part of the appliance.

- "Level 3 EVSE" or "DC Fast Charger" means a direct current (DC) vehicle charger with a high voltage - up to 480 volts - and amperage output using an SAE J1772 Combo or CHAdeMO standard connector.

"Dual charging station" means EVSE that provides two connectors and can simultaneously charge two EVs.

"Dual compatibility" means EVSE that provides both a CHAdeMO[5] and SAE J1772 Combo type connector, aka "multi-standard" connector.

Section 3: Program Overview and Priorities

This program supports the development of EVSE at strategic locations to allow EV owners to travel around and through New Hampshire. Under this solicitation Level 3 EVSE located on the I-93 and I-89 corridors will be given highest priority for funding. Level 3 EVSE on other major routes will also be considered as a second priority. Level 2 EVSE located along interstates or major arterials, or in areas of the state not currently served by EVSE, will be the next priority, followed by workplace charging and charging at locations that support the tourism industry.

Section 4: Application Timeframe and Process

1. Applicants must submit a completed, signed and notarized **New Hamphire Electric Vehicle Supply Equipment (EVSE) Pre-Approval Rebate Application Form.**

2. Applications for Level 3 EVSE on the corridors specified above are due by November 20, 2015.

3. Applications for Level 2 EVSE are due by November 30, 2015. Selection of Level 2 EVSE proposals is contingent upon availability of funding following selection of qualifying Level 3 EVSE proposals.

4. Applicants for top scoring projects will be notified by NHDES no later than December 10, 2015, and requested to confirm their ability and intention to proceed with the project, and provide a timeline for project completion that concludes with an operational station (including signage) no later than June 15, 2016. If funding remains following selection of

[4] http://standards.sae.org/wip/j1772/
[5] http://www.chademo.com/wp/

projects submitted in compliance with the above deadlines, NHDES will evaluate, score and potentially fund projects submitted after the deadlines.

Section 5: Program Eligibility, Terms and Conditions

1. This program is administered by NHDES under a Memorandum of Agreement with the NH Office of Energy and Planning and federal Department of Energy funds. Any applicant requesting a rebate is assumed to be familiar with and is responsible for meeting all terms and conditions of the program.

2. Rebates not to exceed the following amounts will be issued for selected projects upon receipt of proof of completion (defined as operational, open to the public and all required signage installed):
    a. $3,000 rebate for single connector Level 2 EVSE
    b. $5,000 for dual connector Level 2 EVSE
    c. $25,000 for a DC fast charger (dual connector and dual compatibility required).

3. An individual project shall not receive a rebate from NHDES that exceeds 75% of the total project cost.

4. Rebates are subject to the availability of funds. A completed Pre-Approval Rebate Application Forms (Step 1) will be scored by the criteria outlined in Section 7 and placed in the funding queue based on that score. Incomplete, inaccurate, or ineligible applications will be rejected.

5. Applicants will have two weeks from issuance of NHDES notice of intent to fund to provide written confirmation of their intention and ability to proceed with the project. Upon receiving a written Notice to Proceed from NHDES an Applicant will have 45 days to demonstrate the start of project implementation. Failure to provide such information may mean loss of position in the funding queue. NHDES will notify an Applicant in writing in such instance.

6. Certain information concerning the performance and effect of this rebate program, including the name, address, zip code, of the Applicant, and total installed cost of the EVSE may be available to the public and may be publicly posted. Additional information may be released upon request under Right to Know statutes. Specific personal information in which the applicant has a strong privacy interest, including telephone numbers and email address may remain confidential to the extent permitted under the NH Right-to-Know law, RSA 91-A upon request by the applicant.

7. Projects must be located in New Hampshire and completed by June 15, 2016.

8. The EVSE funded under this program must be located on or at the applicant's property, which may include a business, non-profit organization, school, governmental, or municipal entity. Projects may not be located on residential properties.

9. Shared-ownership projects or projects on leased space will be eligible for this program provided that the property owner gives written consent for the project and/or the property owner is a project partner. If the property owner is not a partner then the Applicant must have at least five years remaining on their lease to be eligible.

10. NHDES may deny an application if other approved applications have already addressed a local area of need or if the proposed area is already adequately supplied with EVSE.

11. All projects must be completed by June 15, 2016. NHDES must be in receipt of the Final Rebate Request Form (Step 2) no later than June 24, 2016.

12. All required documentation must be complete and submitted in order to receive a rebate. Payment of the rebate will be subject to NHDES-authorized inspection of the facility to confirm that the equipment is operational and consistent with the application.

13. All EVSE installations must comply with local and state building codes and National Electric Code 625[6].

14. Any EVSE system funded under this program is subject to inspection and monitoring by NHDES, NH Office of Energy and Planning and local code authorities or their agents for code compliance and performance.

15. Any rebate under this program may be treated as taxable income by the IRS. It is the responsibility of the recipient of this rebate payment to consult with their tax advisor to determine the correct tax treatment of these rebates.

16. No Applicant may have more than $25,000 (for Level 3 EVSE) or $10,000 (for Level 2 EVSE) in the pre-approved funding queue at any given time.

17. Any Applicant who fails to complete installations in a workmanlike manner, consistent with generally accepted industry practices and generally free of material defects, including failure to comply with applicable electrical and fire safety codes, as evidenced by a third party inspection and evaluation, may be barred from future program participation.

18. NHDES reserves the right to modify program terms, conditions, or technical requirements when it is deemed to be in the public interest.

19. If it is determined that a rebate was obtained fraudulently, the recipient, in addition to other penalties or charges, may be liable to the State of New Hampshire for the entire amount of the rebate.

20. EVSE must be:
    a. Available to the public on a 24 hour/7 days a week basis, and accessible year-round.
    b. Located at an easily-accessed site.
    c. Protected by barriers or mounting options to prevent damage from vehicles, snow removal or other hazards.
    d. Be identified by signage either approved by NHDES or compliant with MUTCD[7] D-9 to indicate EV parking only

[6] NFPA 70: National Electrical Code®
[7] USDOT FHWA Manual of Uniform Traffic Control Devices

21. EVSE funded under this program must remain operational for a period of no less than two years.

Section 6: Project Cost

Project cost is defined as the cost to purchase and install the ESVE and signage. However, to be eligible as project cost, and therefore count toward the required match, all installation costs must be adequately documented to verify value of the work done. Project management costs and expenses associated with ongoing equipment and site maintenance are not eligible.

Section 7: Scoring Criteria Applications will be evaluated as follows:

- EVSE
  - Level 3 (DC Fast Charging) up to 15 points
  - Level 2 Dual up to 7 points
  - Level 2 Single up to 5 points

- Location of charging station site
  - I-93/89 corridors up to 10 points
  - Other major corridors up to 7 points
  - Areas not currently served up to 5 points
  - Workplace up to 4 points
  - Supporting tourism up to 3 points

- Education and outreach plans associated with the proposal may earn applicants up to 5 additional points.
- An additional 3 points may be awarded for projects that provide match of over 50 percent.

Section 8: Reporting and Outreach

1. Rebate recipients will be responsible for providing outreach and education to promote the use of the installed EVSE. This outreach may include media press releases, public events, public presentations or other methods to increase awareness. NHDES may assist in this effort by providing templates for outreach materials and information as well as by promoting the EVSE through NHDES outreach and education activities.

2. Rebate recipients will be responsible for reporting the usage of EVSE funded under this program for a period of one year beginning with the first complete calendar quarter following full operational status of the unit (i.e. if the unit becomes operational in May the first 1quarterly report would be for the period of May through September and the final report would be for the quarter ending June 30th the following year). The report shall include the total kilowatt hours used in that quarter (or by billing period that closely matches the quarter), number and length of charging periods per station if known, or any other metric that may be used to determine equivalent fossil fuel reduction associated with use of the EVSE. The report shall also include any anecdotal information such as installation issues, problems with EVSE operation, public/customer response to the new EVSE, how EVSE use could be increased or improved, and any outreach or education efforts by the applicant relative to EVs or to increase usage of the charger.

Section 9: Application Instructions

Send completed Pre-Approval Rebate Application Forms (Step 1) and Final Rebate Request Forms (Step 2) to:

New Hampshire Department of Environmental Services
Air Resources Division
P.O. Box 95
Concord, NH 03302-0095
Att: Dolores Rebolledo